

Cover page

Subject line: Quarterly Progress Report for \_\_\_\_\_ Quarter FY \_\_\_\_\_

First paragraph: Identify the Site, i.e. Rio Tinto Kennecott Copper Site

Second paragraph: Identify person to contact regarding questions or comments on the progress report

Second page

Write an appropriate introduction as a Project Background.

[example] This monthly progress report describes activities associated with implementing the Statement of Work (SOW) for Technical Assistance at the Rio Tinto Kennecott Site. This SOW is being implemented under an Interagency Agreement DW14953955 with the United States Environmental Protection Agency (USEPA). The SOW for technical assistance includes:

- 1) Provide expertise at Technical Review Committee (TRC) meetings for the South and North Kennecott facilities.
- 2) Review and comment on technical proposals associated with Operation, Maintenance and Replacement of remedial facilities for the South (OU2, OU12, and OU16) and North (OU22 and OU23) groundwater and source control sites.
- 3) Evaluate PRP updates to OU23 Remedial Investigation.
- 4) Evaluate PRP monitoring data and offer recommendations

Summary of Work/Activities/Reports this Quarterly Reporting Period

USGS completed the following work, activities, and reports during this reporting period:

1. Attendance at meetings associated with Kennecott groundwater plumes on the east side of Oquirrh (**dates and professional staff hours charged**)
2. Attended technical review committee meeting (**date and professional staff hours charged**)
3. Reviewed and submitted comments on the South Facilities Groundwater Remedial progress report (**date of submittal and professional staff hours charged**)
4. Participated in field trip to RTKC facilities with UDEQ or EPA project managers (**date and professional staff hours charged**)

Upcoming Scheduled and Anticipated Activities (next 8 weeks)

1. List for those tasks anticipated or previously requested.

Problems Encountered

1. List if needed; otherwise omit.